

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039**

SEPTEMBER 7, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; John Corey, Dodge County Corporation Counsel; Sarah Eske, Dodge County Human Resource Director; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Angi Zilliox, Human Resource Specialist; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF AUGUST 3 AND AUGUST 9, 2016 MEETING:** Motion made by Duchac to approve the August 3 and August 9, 2016 Minutes; seconded by Hilbert. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** One to report.
8. **CENSUS REPORTS:**

CBIC:	21 of 30, with 1 admission today, 1 admission tomorrow, and 3 admissions next week
Clearview:	128 of 140, with 4 possible admissions this week
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	44 of 46, with 1 referral

Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	14 of 20, with 2 at Clearview for rehab and eventual return to the CBRF, 1 discharge last week, and 2 referrals

9. **ADMINISTRATOR'S REPORT:**

- **Update: Accounts Receivable / Aging Accounts – John Corey:** John Corey and Hooper gave a brief oral report regarding their attempts to engage outside legal counsel who have experience, specialized knowledge, and skills in the collection of unpaid, overdue, health care accounts, and in the collection of related claims involving the possible misappropriation of assets of health care account debtors, who are available and willing to perform these legal services for Clearview. Corey and Hooper further reported that they conferred, by telephone, with Attorney Rob Heath and Attorney John Kramp, who suggested that Clearview engage Attorney William Rinehart, Jr. Hooper further reported that Attorney Rob Heath and Attorney John Kramp reviewed Clearview's Admission Agreement and Business Associate letter, and prepared revisions of both of those documents. Corey and Hooper further reported that they conferred, by telephone, with Attorney Rob Heath, Attorney John Kramp, and Attorney William Rinehart, Jr., regarding the engagement of William Rinehart, Jr., by Clearview, to collect unpaid, overdue, health care accounts, and to collect related claims involving the possible misappropriation of assets of health care account debtors. Corey and Hooper further reported that engagement of William Rinehart, Jr., would be on a modified contingency fee basis.
- **Financial Policy Review:** Clearview's current financial policy, as well as a draft revised financial policy, were reviewed by the Committee. After discussions and suggestions, it was determined that the policy will be revised and brought back to the Committee at its October 5, 2016 meeting, for approval.
- **Consider, Discuss, and Take Action to Sponsor a Resolution to the County Board Regarding Authorization to Engage Outside Legal Counsel:** The Committee reviewed and discussed a proposed Resolution, for consideration by the County Board, to authorize the Health Facilities Committee to engage outside legal counsel for collection matters. A motion was made by Derr and seconded by Schaefer to engage the law firm of Rinehart, Scaffidi & Rinehart, LLC, to initiate a 30-day notice of discharge process for two current Clearview residents. Motion carried.
- **Dodge County Wage Scale ~ Jane Hooper, Ann Schulz, Lori Kurutz, and Angi Zilliox:** Dodge County Wage Scale ~ Jane Hooper, Ann Schulz, Lori Kurutz, and Angi Zilliox: A PowerPoint presentation was given by Ann Schulz, Director of Nursing, regarding Dodge County's wage scale and its impact on Clearview employees, with input from Hooper, Kurutz, and Zilliox. RN increases took place on April 1, 2016. The Fair Labor Standards Act takes effect on

December 1, 2016, which will ensure minimum wage and overtime pay protections for most employees covered by the Act; some employees will be exempt from these protections. A 1% wage increase will occur on January 1, 2017 and July 1, 2017, for those employees who have not yet reached their pay cap.

- **Self-Scheduling Survey:** Angi Zilliox, Human Resource Specialist, reported that 30 out of 64 surveys were returned by employees. There are currently seven households that participate in self-scheduling. 80% of the responders stated that they like the flexibility, 80% find it easier to trade with co-workers, 87% feel better about coming to work, 53% feel that absenteeism has improved, and 28 out of the 30 responders want to continue with self-scheduling.
- **Upcoming Meetings:** Hooper informed the Committee that she will not be able to attend the September 13 finance meeting or the September 20 County Board Meeting; Finance Director Bill Wiley will be attending each meeting in her place.
- **Update: Marsh Country Health Alliance Annual Meeting:** The Annual Meeting of Marsh Country Health Alliance was held on Monday, August 29. Election of officers took place, as well as a financial presentation. A draft Memorandum of Understanding Regarding Medicaid Renewals was reviewed with the Committee and will be revised. A special meeting will be held on Monday, November 20, 2016, to finalize the Memorandum of Understanding Regarding Medicaid Renewals.
- **Invitation for Participation in Community Health Focus Group – Dodge/Jefferson Counties:** Hooper has been invited to participate in Dodge and Jefferson Counties' "Community Health Focus Group" on Friday, September 9 in Jefferson. The group will be focusing on identifying significant health needs, goals, and priorities and gathering community member input on our area's overall health and health needs.
- **View of a Clearview Department: Brain Injury Center:** Jackie Kuhl, Brain Injury Coordinator, reported that Clearview's Brain Injury Center ("CBIC") celebrates 25 years this year and did a brief case study on two current participants that needed placement for brain injury treatment and no other facility would accept because of either too high medical care or behaviors. CBIC admitted and both participants are doing well. One discharging soon, who will be able to return to his job. Also discussed the frustration among Milwaukee County residents that want to come to CBIC but cannot because that county will not sign our intercounty agreement.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:


- **Budget Update:** Wiley updated the Committee on the status of the 2017 proposed Clearview budget. The private pay / commercial insurance rates for the nursing home will increase by 1.7%. The Brain Injury Center rates will increase

1.0%. On the Behavioral Health unit, the rates will increase between 2.3% and 9.6% depending on staffing requirements. Expenses are mainly affected by the wage scale, health insurance, and bad debt adjustments. Budgeted capital items are similar to previous years. Wiley also updated the Committee that adjustments were being made to the 2017 budget in several areas. Medicaid supplemental payments will now be reflected under the business units they are for. Medicaid retroactive rate adjustments are being budgeted for. Commercial insurance revenue will be identified on a separate line from private pay revenue. Also, overtime will now be budgeted for beginning in 2017.

- **Medicaid Auditor Visit:** Wiley notified the Committee that the state Medicaid auditor would be visiting the next day. She visits every year to conduct an audit and review of that year's Medicaid cost reports and to review documentation to ensure items are being reported and reflected accurately.
10. **NEXT MEETING DATE:** *Wednesday, October 5, 2016, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
 11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Schaefer. Meeting adjourned at 10:35 a.m.

Dated this 5th day of October, 2016.

Respectfully submitted,


Thomas Schaefer, Secretary